

# 2016 IRS Tax Return Transcript and Non-Filing Status Request Instructions

## **Option 1 – FAFSA Correction** (tax information available immediately)

The easiest way to provide your tax data is to use the IRS Data Retrieval Tool on the FAFSA website. ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). If this tool is used, your FAFSA will be updated and tax return transcripts will no longer be needed. Log into your FAFSA and choose “make a correction”. When you reach the financial information for yourself and/or your parents, you will be asked to answer the following questions.

For 2016, have you completed your IRS income tax return or another tax return?

Already Completed

For 2016, what is your tax filing status according to your tax return?

Select

Did you file a Puerto Rican or foreign tax return for 2016?

Yes

No

Applying is faster and easier if you transfer your tax return information into this FAFSA with the IRS Data Retrieval Tool (IRS DRT)!

[LINK TO IRS](#)

(Click on the LINK TO IRS button to transfer your tax information)

## **Option 2 – Request a Tax Return Transcript Online**

- Log on to [www.IRS.gov](http://www.IRS.gov)
- Click on “Get your tax record”.
- Click on the blue box that says “Get Transcript ONLINE”

To access and print the transcript right away. You will be asked to create an account and provide very specific information in order to verify your identity. This process will take approximately 20-30 minutes to complete.

**OR**, if you prefer not to create an account,

- Click on the blue box that says “Get Transcript by MAIL”. You are not required to create an account and the tax return transcript will be mailed directly to you.
- Select the 2016 tax year and select “return” transcript.

## **Option 3 – Mail-in Request (Form 4506-T)** (expect approx. 4-6 weeks for delivery)

- A paper request form is available to print on the JCC Website at [www.sunyjefferson.edu](http://www.sunyjefferson.edu) (Form 4506-T)
- Under the Tuition and Financial Aid Tab, click on Applications and Forms
- **If you filed** an Income tax return, complete lines 1a-4. On line 6, enter the tax return you are requesting (1040, 1040A or 1040EZ) if you know which one you filed and check box 6a for the “Return Transcript.”
- **If you did not file** an income tax return, complete lines 1a-4 and check the box on line 7 **and** line 8 to request a verification of non-filing letter and any W2’s.
- Enter the tax year 2016 on line 9.
- Check the Signatory Box, then sign and date the bottom of the form and mail it to the address on the back of the form according to the state you lived in when you filed your return.
- Once you have received your information, bring, mail or fax a copy of all pages (front and back) to the Enrollment Services Center.